

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF NOVEMBER 18 – 22, 2013

MONDAY, NOVEMBER 18, 2013

*10:00 am Planning Commission Board of Directors – Transportation Subcmte

GB Metro Transportation Ctr.
901 University Ave.

~~*2:00 pm Solid Waste Board~~ CANCELLED

Port & Resource Recovery Office
2561 S. Broadway

TUESDAY, NOVEMBER 19, 2013

*5:00 pm Veterans Recognition Subcommittee

Room 201, Northern Building
305 E. Walnut St.

WEDNESDAY, NOVEMBER 20, 2013

*3:00 pm Housing Authority

Room 604, City Hall
100 N. Jefferson St.

THURSDAY, NOVEMBER 21, 2013

*5:15 pm Library Board

Central Library
515 Pine St.

FRIDAY, NOVEMBER 22, 2013

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS
TRANSPORTATION SUBCOMMITTEE
Monday, November 18, 2013
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL:

(Voting)

Jeff Agee-Aguayo	_____	Tom Klimek	_____
Bill Balke (Vice-Chair)	_____	Randy Loberger	_____
Craig Berndt	_____	Doug Martin (Chair)	_____
Geoff Farr	_____	Tom Miller	_____
Mike Finn	_____	Rebecca Nyberg	_____
Paul Fontecchio	_____	Eric Rakers	_____
Steve Grenier	_____	Derek Weyer	_____
Ed Kazik	_____	Tom Wittig	_____

(Non-voting)

Alexis Kuklenski (FHWA – Madison)	_____
Susan Morrison (WisDOT – Madison)	_____
Chris Bertch (FTA Region 5)	_____

ORDER OF BUSINESS:

1. Approval of the October 21, 2013, Transportation Subcommittee meeting minutes.
2. Recommendation to the BCPC Board of Directors regarding Major Amendment #1 to the 2014-2018 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.
3. Discussion of the Transportation Alternatives Program (TAP) application process.
4. Any other matters.
5. Adjourn.

ANYONE WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY HUMAN RESOURCES OFFICE AT 448-4065 AT LEAST TWO BUSINESS DAYS BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

PORT AND RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN HAEN

DIRECTOR

- PUBLIC NOTICE -

BROWN COUNTY SOLID WASTE BOARD

Monday, November 18, 2013

2:00 p.m. at the Port and Resource Recovery Office
2561 S. Broadway, Green Bay, WI 54304

There was no Solid Waste Board meeting in the month of November.

Dean R. Haen
Director

Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Resource Recovery Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.

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VETERANS SUBCOMMITTEE

Bernie Erickson, Chair
Sherry Steenbock, Vice Chair
Rosemary Desisles.
James Haskins, Ed Koslowski,
John Maino, Troy Ness, Delores
Pierce, Duane Pierce, Joe Witkowski

****Running Total of Veterans' Certificates: 1472**

VETERANS' RECOGNITION SUBCOMMITTEE

TUESDAY, November 19, 2013

5:00 p.m.

**Room 201, Northern Building
305 E. Walnut Street**

1. Call Meeting to Order.
2. Invocation by Jim Haskins.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of October 15, 2013.
5. Any new discussion regarding Veterans Appreciation Day at the Brown County Fair.
6. Discussion and possible action regarding suicide prevention and/or interaction.
7. Report from CVSO Jerry Polus.
8. Comments from Bill Kloiber and/or Carl Soderburg.
9. Report from Committee Members Present (Erickson, Desisles, Haskins, Koslowski, Maino, Ness, Pierce, Steenbock, & Witkowski).
10. Such Other Matters as Authorized by Law.
11. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Wednesday, November 20, 2013, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Tom Diedrick–Chair, Ann Hartman–Vice Chair, Sup. Andy Nicholson, Corday Goddard, Adam DeKeyser

APPROVAL OF MINUTES:

1. Approval of the minutes from the October 30, 2013 meeting of the Brown County Housing Authority

COMMUNICATIONS:

None

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
 - G. VASH Reports (active VASH, new VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations
 - I. Reasons for Background Screening Denials

OLD BUSINESS:

3. Discussion and possible review of NeighborWorks Green Bay's Project Based Voucher Proposal
4. Discussion and possible action regarding 84 CDBG Revolving Loan Fund
5. Discussion and possible action regarding Cardinal Capital's Veteran Housing Project

NEW BUSINESS:

6. Discussion and possible action regarding request by BCHA CDBG loan recipient
7. Review and possible approval of ICS's preliminary 2014 budget
8. Review and possible approval of BCHA's preliminary 2014 budget

INFORMATIONAL:

9. Brown County Safety Committee's inquiry regarding fraud investigations

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

10. Date of next meeting: December 16, 2013

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

LIBRARY

Brown County

515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194

LYNN M. STAINBROOK
DIRECTOR

PHONE (920) 448-4400
FAX (920) 448-4364

E-MAIL Stainbrook_LM@co.brown.wi.us
WEBSITE www.browncountylibrary.org

"Providing trusted information and resources to connect people, ideas and community."

BROWN COUNTY LIBRARY BOARD

Central Library

Thursday, November 21, 2013


5:15 p.m.

AGENDA

1. Call to Order
2. Consent Items (5 minutes)
 - a. Approve/modify agenda
 - b. Approval of minutes
3. Communications and Open Forum for the Public (5 minutes)
4. Report from Museum-Library Taskforce (5 minutes)
5. Approve Strategic Plan and Playbook (30 minutes)
6. Library Business (30 minutes)
 - a. Information Services Report
 - b. Financial Manager's Report, Bills and Donations
 - c. 2014 Budget
 - d. Approve 2014 Library Closing Schedule
 - e. Facilities Report
 1. Weyers-Hilliard Branch Parking Lot
 2. Ashwaubenon Branch Roof
 3. Progress Report on Cellcom Children's Edible Garden
 4. Update on Various Projects
7. Nicolet Federated Library System (5 minutes)
 - a. Monthly Update
8. Old Business (5 minutes)
 - a. AB 288 update
9. Personnel (10 minutes)
 - a. Approve Search and Salary for Operations Manager
 - b. Revised Personnel Administration Policy
 - c. Approve Layoff Policy

10. President's Report (5 minutes)
11. Director's Report – questions/clarifications (5 minutes)
12. Closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation.
13. Such Other Matters as are Authorized by Law (5 minutes)
 - a. December Meeting
14. Meeting Summary/Next Meeting Planning (2 minutes)
15. Adjournment

Notice is hereby given that action by the committee may be taken on any of the items which are described or listed in this agenda.



**Kathy L. Pletcher
President**

Next Meeting:

Thursday, December 19, 2013
Central Library
515 Pine Street
5:15 p.m.

BROWN COUNTY COMMITTEE MINUTES

- ❖ Children With Disabilities Education Board (October 22, 2013)
- ❖ Housing Authority (October 30, 2013)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on Tuesday, October 22, 2013

Present: B. Clancy, J Mitchell, S. King, K. Gustman

Excused:

Also Present: B. Natelle, A. Nizzia, L. Nelson, T Gehring, Sue Keckhaver

1. Call to order: K. Gustman called the meeting to order at 4:00 p.m.
2. Action Item: Approval of September 24, 2013 Board Minutes: B. Clancy moved to approve the minutes of the September 24, 2013 Board meeting with the correction of Donation received from Fox Communities Credit Union of \$50. S. King seconded the motion with the correction. Motion carried.
3. Action Item: Approval of Agenda: J. Mitchell moved to approve the agenda as presented. B. Clancy seconded the motion. Motion carried.
4. Action Item: Donations: An anonymous donation was made to the Physical Therapy Department of Coban Wrap.

The De Pere VFW Post 2113 donated 100 tickets to the Rondini Magic Show for students and families.

Matthew & Cassie Machut donated a stroller and five boxes of diapers.

Jessica Nishimoto donated a wheelchair umbrella, wheelchair snowsuit and a P.T. ball.

Hannah Weise donated a large magnet board of the United States.

The S.A.M.S. Golf Outing donated three iPads with cases plus three \$50 iTunes cards and one \$250 iTunes card.

Sheriff John Gossage and the staff of the Brown County Sheriff's Department donated 2013 Packer trading cards for all of the students at Syble Hopp.

Casey Wians donated a child's helmet for use at school.

Nick Gevers donated a book and toys for the school store and CD's and cases for music.

Sue Zellner donated small toys for the school store.

Roger and Kathleen Siebold donated \$50 to Holly Peters room for books.

Mark Kohls donated his time and expertise to review our technology programs.

The Mick Johanek family donated \$100 to Donna Reedy-Fabry's classroom.

Scott King moved to approve these generous donations. J. Mitchell seconded the motion. Motion carried.

PROCEEDINGS OF BROWN COUNTY CDEB MEETING, OCTOBER 22, 2013:

5. Action Item: Financial Report: B. Clancy moved to approve the financial report ending September 30, 2013. S. King seconded the motion. Motion carried.
6. Action Item: Administrators Report:
 - a. T Gehring spoke to the Board regarding the new transition program called LINC (Learning in Community). Mr. Gehring distributed a brochure on LINC. LINC students, ages 18-21, continue to work on Monday and Wednesdays in the community. Tuesdays the program has partnered with St. Norbert College and the students are on campus. Thursdays they continue on city transit learning in the community. Fridays the students are at Hopp for Music, Special Olympics and other classes of interest.
 - b. A Nizzia reported on our playground project. We have reached our goal to complete phase I of the project (\$115,000). The first phase includes pouring the rubberized base materials. Due to the colder temperatures, and the required temp needed, this will now wait until spring to begin construction.
 - c. There will be no November Board.

J. Mitchell moved to accept the Administrators Report. B. Clancy seconded the motion. Motion carried.
7. Review of Board Policy 5.082 Atlantoaxial Dislocation: L. Nelson reviewed the policy and explained that the policy follows the Special Olympic policy for children specifically with Down Syndrome. No changes are recommended to the current policy. J. Mitchell moved to retain the policy as written. S. King seconded the motion. Motion carried.
8. Exterior Camera system: B. Natelle presented options for an exterior camera system that would be tied into the De Pere Police Department for our playground area. S. King moved to approve the purchase of an exterior camera system with the item to be reimbursed through County budget process. J. Mitchell seconded the motion. Motion carried.
9. Action Item: Parent Organization Report: A. Nizzia reported that the annual nut sale for the Parent Organization has begun. The nuts ordered and should arrive on October 24th. They are selling for \$5 per bag or \$60 for a case of 12 bags. A. Nizzia reported that the Parent Organization will be holding its Homecoming dance on Saturday, November 9th with a Hopp Sock theme. J. Mitchell moved to approve the Parent Organization report. S. King seconded the motion. Motion carried.
10. Replacement SLP position: B. Natelle presented J. Timm to replace a vacant 40% position vacated by J. Schubring. This is a temporary one-year contract. J. Mitchell moved to approve J. Timm at 40% FTE for one year. B. Clancy seconded the motion. Motion carried.

PROCEEDINGS OF BROWN COUNTY CDEB MEETING, OCTOBER 22, 2013:

11. Action Item: CESA Contract: J. Mitchell moved to approve the CESA contract which includes the new Alio financial system. S. King seconded the motion. Motion carried.
12. Action Item: Payment of Bills: S. King moved to pay the General Fund bills totaling \$19,568.08 for the month ending September 30, 2013. J. Mitchell seconded the motion. Motion carried.
13. Executive Session: The Board will move to Executive Session as allowed by WI. Stats 19.85 (1)(c)(f)(i) for the purpose of personnel issues. S. King moved to go into Executive Session as allowed by WI. Stats 19.85 (1)(c)(e) to discuss personnel issues. J. Mitchell seconded the motion. Motion carried.
13. Action item: Staff Request: S. King moved to approve the staff member requests that were presented. J. Mitchell seconded the motion. Motion carried.
14. Adjournment: S. King moved to adjourn the meeting at 5:15 p.m. B. Clancy seconded the motion. Motion carried.

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Wednesday, October 30, 2013, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Tom Diedrick–Chair, Ann Hartman–Vice Chair, Sup. Andy Nicholson, Adam DeKeyser

MEMBERS EXCUSED: Corday Goddard

OTHERS PRESENT: Robyn Hallet, Rob Strong, Stephanie Schmutzer, Pat Leifker, Nicole Tiedt, Yvette Tice, Matt Roberts

APPROVAL OF MINUTES:

1. Approval of the minutes from the September 23, 2013 meeting of the Brown County Housing Authority

A motion was made by A. Hartman and seconded by A. DeKeyser to approve the minutes from the September 23, 2013 meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

None

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program

A. Preliminary Applications

P. Leifker reported that there were 102 preliminary applications for September 2013.

B. Unit Count

It was stated by P. Leifker that the unit count for September 2013 was 2,889 units.

C. Housing Assistance Payments Expenses

P. Leifker explained that the Housing Assistance Payments for September 2013 was \$1,167,032.

D. Housing Quality Standard Inspection Compliance

M. Roberts reported that there were 315 inspections in September 2013 and of those 56.8% passed their first inspection, 24.1% passed the reevaluation, and 19.1% failed. Additionally, M. Roberts stated that there would be a follow-up to the current inspection costs later in the meeting.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

Y. Tice stated that in the month of September 2013 there were 261 port-outs with an associated cost of \$232,647. ICS was under-spent by \$25,000 and FSS was under-spent by \$2,162.

A. Hartman asked how the port-out number compared with previous months. Y. Tice replied that the cost was a little higher, but our units were increased by one from last month. A quick glance at October indicated that port-outs appeared to be decreasing overall.

- F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, and homeownership)

N. Tiedt reported that there were 84 clients for the month of September 2013. Of those, 27 had escrow accounts. In September there were zero graduates, and one new contract. September had 65 home-ownership clients and 20 active VASH clients. Out of those 20, two were new.

- G. P. Leifker reported that three new Langan investigations were opened in September. Also, three investigations were closed and five are still active. There were 50 background checks on applications processed with zero denials.

OLD BUSINESS:

3. Item has been removed and will be on the November Meeting Agenda

NEW BUSINESS:

4. Review of ICS Preliminary Budget for 2014

R. Hallet explained that a recent conference call with HUD representatives presented new constraints to the ICS budget. ICS needs to rework some numbers; therefore, the budget is not ready to be presented today. Instead it will be presented at the next meeting.

A. Nicholson inquired as to what specifically HUD had discussed. R. Hallet responded that previously HUD had given indications that the proration for the administrative funds might be around 75%, so this was the number used in the ICS budget. However, HUD feels the number may be closer to 68%. This represents a significant decrease in money available for operations. N. Nicholson asked if HUD was cutting back from 75% to 68%. R. Hallet explained that the funding level is currently at approximately 69% and it's projected that funds would continue to decrease to approximately 68% and ICS budgeting had been calculated using the assumption that the percentage would be closer 75%. A. Nicholson asked how much this one-percent drop would be in dollars. M. Roberts responded that it would be probably be close to \$200,000. R. Hallet clarified that the current projection of 68% proration was still just an estimate and the actual number is not known at this time as it is a decision made at a Federal level. R. Strong stated that the Authority would probably end up approving a budget with the 68% proration, but may have to be modified in the future if Congress passes a budget that necessitates adjustment.

R. Hallet requested that the next meeting, currently scheduled for November 18, be rescheduled to Monday, November 11. The Authority agreed to this rescheduling and requested that a preliminary 2014 budget for ICS be included in the agenda for the next meeting.

5. Approval of Voucher Payment Standards for 2014

P. Leifker referred to the agenda attachment for this item, explaining the decreased Fair Market Rents (FMR). He explained we are proposing to maintain the current Payment Standards for 2014, due in part because the Payment Standards for most bedroom sizes

are currently are at 100% of the FMR. He explained that HUD requires that a two-year warning be given to participants if Payment Standards decrease, so if we were to decrease the Payment Standards this year, we wouldn't realize the maximum benefit for two years. Additionally, with different Payment Standards for inside versus outside of the City of Green Bay, we try to incentivize people to move out of downtown Green Bay. If we did away with the dual Payment Standards we would be undoing some of the work we've previously accomplished with deconcentration. We are proposing that the Payment Standards remain the same for 2014.

T. Diedrick reiterated that we've been trying hard for years to get Voucher holders to consider using their voucher outside of Green Bay. That is why we have two different levels and it is very important to try and maintain that.

A motion was made by A. Nicholson to approve the 2014 Voucher Payment Standards as proposed, seconded by A. DeKeyser. Motion carried.

6. Approval of revisions to Chapter 16 (Program Administration) of Administrative Plan

P. Leifker stated that they would like to formally change the wording in the Administrative Plan so it correctly reflects January as the effective date for adjusted Voucher Payment Standards. Currently it states December is the effective date, which is incorrect.

A motion was made by A. Nicholson and seconded by A. Dekeyser to approve the revision of the Chapter 16 Administrative Plan. Motion carried.

7. Discussion and possible action regarding 84 CDBG Revolving Loan Fund

R. Strong reported that we had been monitored by the State for the Community Development Block Grant (CDBG) Program that had been applied for back in 1984. The Brown County Housing Authority is in the process of turning that program over to the Brown County Planning Department, who was successful in obtaining a \$2 million grant from the same agency to run a similar program for the entire region of Northeast Wisconsin. They have the staffing and structure in place to seamlessly administer this program. This turnover was recommended by the State. All the funds are being transferred to them, which total \$178,193.49. R. Strong stated that we have not heard back from the State regarding our response to their monitoring findings.

A. Nicholson asked what projects the funding had been used for. R. Hallet responded that most recently the funding was used to provide down-payment and closing cost assistance to new homebuyers. Prior to that, funding was used for rehabilitation programs. R. Strong clarified that it is a revolving fund, so as repayments come in they were used on other projects. R. Strong stated that more progress would be made on this transfer and an update given at the next meeting.

INFORMATIONAL:

8. Information regarding cost per HQS inspection

T. Diedrick explained that this topic comes from previous meetings when charges for HQS reinspections were discussed. M. Roberts explained that charge had been \$50, but as requested, he calculated the cost per inspection. This was calculated by looking at the number of inspections per year, then totaled the salary cost for inspectors as well as his own time fielding inspection calls, as well as benefits, mileage, operating costs (postage, etc.), which all totaled \$87,536. This was then divided by the total number of inspections to get an average per unit inspection cost of \$18.53. A. Nicholson inquired if the practice of charging was ceased because HUD said we cannot charge. T. Diedrick reiterated that we had been charging for a while due to the high number of failures, but then HUD said this was

prohibited. A. Nicholson asked for clarification that the landlord of the property, and not the tenant, was being charged for second re-inspections. R. Hallet responded that this was correct. R. Strong stated that ICS's HQS inspectors will report to the City of Green Bay inspectors when there are multiple failures on a property within the City. The City Inspection Department can charge when they have to conduct multiple inspections. This is permitted because the City is not inspecting for a federal program whereas the HQS inspectors are. M. Roberts indicated that HUD no longer requires that we physically go on-site for each reinspection; however, is concerned about taking someone's word that a repair has been made. A. DeKeyser inquired about a waiver in order to allow for reinspections. R. Hallet responded this is a possibility and is being looked into. M. Roberts stated that the reinspection rate is about 20%. Charging for re-inspection not only has potential to create revenue for BCHA, but more importantly to increase property owner accountability and create safer dwellings.

BILLS:

S. Schmutzer handed out a list of bills and noted that the check to Brown County is to transfer the money for the CDBG Revolving Loan Fund, as discussed earlier.

A motion was made by A. Nicholson to pay the bills and seconded by A. DeKeyser. Motion carried.

FINANCIAL REPORT:

S. Schmutzer stated that there is now a trial balance included, as requested from the previous meeting. The reports are as of the end of September, as previously requested.

A motion to approve the financial report was made by A. Nicholson and seconded by A. DeKeyser. Motion carried.

STAFF REPORT:

9. R. Strong announced his retirement as of December 31, 2013. He explained that the Mayor appoints this position for the City, so is unsure what the Mayor will do. He assured the Authority that R. Hallet and other Division Heads within the City will be available to help out. He stated that he has been with the City for 33 years with 14 years as Director. He expressed his enjoyment working with the group and assured that he would be around to see through the completion of the ICS budget as well as some other pending issues.

T. Diedrick reminded Commissioners that it was agreed to change the meeting to November 11, 2013.

A motion was made by A. Nicholson and seconded by A. Hartman to adjourn. Motion carried.

Meeting was adjourned at 3:35 p.m.

ca:rah:jld